



REVISED: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	LIBRARIAN SCHOOL MEDIA
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	194 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4420
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides a well-balanced media center, containing materials in all formats, equipment, and a program of services which enhances and supports the school's educational goals and objectives by providing access to information and ideas for students, faculty and staff, under the supervision of the Principal.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Organizes and administers the library media center's program of services to students and teachers, to support the curriculum and to further the goals of the school
Conducts an annual needs assessment and evaluation of the library media program through surveys, etc.; maintains a balanced, relevant library media collection, discarding worn and obsolete materials and equipment as necessary; selects and orders library materials
Establishes efficient routines and procedures for the circulation, utilization and maintenance of the library medial and equipment
Plans the budgeting and expenditure of funds allotted to the library program to reflect the requirements of the curriculum, subject to the Principal's approval
Provides instruction to foster competence and stimulate interest in reading, viewing and using information and ideas in a wide variety of formats
Assists, instructs and encourages teachers in using library materials and equipment, as needed or requested; cooperates with and assists teachers in planning instruction that will utilize library resources
Schedules, trains and supervises the library media staff (clerks, parents, and student volunteers)
Participates in faculty and librarians' meetings and in library and educational professional meetings and conferences to increase library expertise
Maintains appropriate lines of communication with the Director Library Media Services, including the preparation of periodic statistical, financial and other reports as required
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Kentucky Certification as Librarian for appropriate grade levels
Effective communication skills

DESIRABLE QUALIFICATIONS
Broad educational background encompassing a wide range of subject areas
Experience in a diverse work place